



IN REPLY
REFER TO

DESC-K

DEFENSE LOGISTICS AGENCY

DEFENSE ENERGY SUPPORT CENTER
8725 JOHN J. KINGMAN ROAD, SUITE 4950
FORT BELVOIR, VA 22060-6222

July 7, 2005

Dear Fuel Card Accountable Official:

This letter is to introduce you to the Government Fuel Card Program Management Office (DESC-K). This office is responsible for the management and oversight of the following fuel card programs:

- 1) The Aviation Into-plane Reimbursement (AIR) Card – DESC contract with Multi Service Corporation; for use by DoD, Federal Civilian Agencies, State and Local Law Enforcement Agencies, and designated Foreign Governments
- 2) DoD Fleet Card – Task Order under the GSA SmartPay contract; for use by DoD (owned and leased vehicles).
- 3) Ships' bunkers Easy Acquisition (SEA) Card – DESC contract with Multi Service Corporation; Pilot Test beginning 1 Oct 05; for use by DoD and Coast Guard

You have been nominated by your activity to be an Accountable Official under one of these fuel card programs. Your responsibilities require your active participation and understanding of your specific program for your accounts to remain open and in good standing.

The Government Fuel Card Program Office has assigned Account Managers who are available to assist you and your Service Component Manager. The Account Managers are:

Donald Williams	703-767-9552	Donald.Williams@dla.mil	Navy/Marines
Rene Kinsey	703-767-0673	Laurene.Kinsey@dla.mil	Air Force
Linda Sherrod	703-767-0689	Linda.Sherrod@dla.mil	Army, non-DoD & DoD Agencies

The Service Component Managers for each of the fuel card programs are as follows:

Navy:

AIR/Fleet/SEA: Alexis Anderson, DON Consolidated Card Program Management Division, (717)605-9371, Alexis.Anderson@navy.mil

Army:

AIR/Fleet/SEA: Charles Shipp, APC 703-767-0661 Charles.Shipp@dla.mil

Air Force:

AIR Card To be determined

Fleet Card: MSgt Hubert Wood, AFLM/VEMSO 757-764-4410 Hubert.Wood@Langley.af.mil

U.S. Coast Guard:

AIR/Fleet/SEA: Carol Taylor, USCG Financial Center, 757-366-6520 cataylor@fincen.uscg.mil

As an Accountable Official you should be familiar with all rules and regulations applicable to your specific fuel card appointment. Fuel card program guidance and Accountable Official training can be found at www.desc.dla.mil under the Government Fuel Card Program Management Office link. Please familiarize yourself with this web site. If you have any questions, please contact your Account Manager or your Service Component Manager listed above. We look forward to working with you.

Deborah L. Van Kleeef

DEBORAH L. VAN KLEEF
Deputy Director
Government Fuel Card Program Management Office

